

Date:

Address

Student's Name:

Teacher:

Number of Hours Absent:

Date Reached:

Course (HS Only)

On (date of first letter), you received a letter advising you of our concern about the number of hours (student name) has missed this year. Currently, your child has missed **42 hours without a legitimate excuse.**

A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, **42 hours in a month** or 72 or more hours in a school year.

(Student Name) absences continue to be a serious concern and attendance has not improved. Attendance laws require North Royalton City Schools to begin a process to create an attendance intervention plan for you and your child to assist your family in improving school attendance.

A conference has been scheduled for (date) at (time) at (school). At this meeting, a plan will be created. Discussions will focus on improving school attendance and to outline the District's actions going forward should attendance not improve.

() School stresses each year the importance of good attendance, which ultimately leads to academic achievement. We ask that you report absences to the school office each day your child misses school, provide a note upon his/her return to school, as well as provide the appropriate medical documentation to the school for missed days due to medical reasons.

We appreciate your cooperation in this matter. If you have any questions, please call me at _____

Sincerely,